

**Michigan Department of Education Office of Special Education & Early Intervention Services**  
**FULL APPROVAL FOR PHYSICAL THERAPIST ASSISTANT**  
**Policy & Criteria**

**POLICY**

1. Full approval is effective from the beginning of the school year in which the request was received by the Michigan Department of Education, the date that the candidate completed requirements for the position, or the date of employment in the position for which approval was requested, whichever is later.
2. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
3. Full approval does not expire and is transferable from one employer to the next.

**CRITERIA**

1. The candidate must provide documentation showing completion of a 2 year program (or associate degree) from an accredited institution of higher education.
2. The employer must receive a copy of the candidate's transcript and a letter of recommendation from the training institution.

**PROCEDURES**

**The employer (LEA/ISD/State Agency-facility) must:**

1. Initiate the request by completing the Full Approval as Physical Therapist Assistant form. The following information **MUST** be completed:
  - Candidate and Assignment information (ISD will complete code numbers). See Policy # 2.
  - Questions 1-3. (Attach documentation)
2. Forward information to ISD; retain a copy for your records.

**The ISD will:**

1. Determine if the request is accurate and complete.
2. Retain a copy of the form.
3. Submit request electronically to MDE-OSE/EIS, and print off approval letter that is generated automatically after submission.
4. Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

**The Employer will:**

1. Distribute a copy of the approval letter to the candidate.